

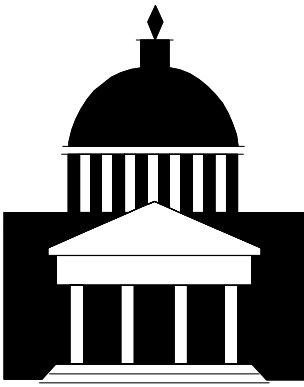
# NJCFS Newsletter

OFFICE OF MANAGEMENT AND BUDGET  
ACCOUNTING BUREAU

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## OMB Financial Data Warehouse Update



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OMB is now experiencing many of the benefits arising from the implementation of the OMB Financial Data Warehouse. Over sixty OMB employees have been trained in the Business Objects reporting application used against the NJCFS financial data stored in the warehouse.

The benefits being derived include the use of an easy point-and-click report designer that is a vast improvement over the coding required when developing FOCUS reports. Because the data is housed on a server, there is no conflict with other mainframe traffic as with FOCUS.

Reports are often returned in a fraction of the time previously experienced with FOCUS. Also, there is no longer a batch element required when OMB accesses the warehouse ledger data. All data is readily available, both current and historical records. In addition, the tables now house daily information, which means that all generated report amounts can reflect balances as of the end of the previous night's activity. Previously, only weekly versions of balance files were available via FOCUS.

New reports are written to the OMB report repository on a frequent basis that

can be retrieve by all OMB Business Objects users. These reports include expenditures per account reports , vendor payment reports, account status detail reports, and expense budget per appropriation account reports. These reports can be modified as needed by the OMB end-user and re-run to produce new reports using the same format.

Other agencies are looking at the OMB Financial data warehouse to determine its applicability to their own reporting requirements. A recent demonstration of the warehouse was presented to Judiciary, and the Departments of Transportation and Labor have also expressed an interest in implementing a similar warehouse for their own reporting needs. In addition, OIT's Fiscal area is in the midst of its own implementation efforts.

For a demonstration of the reporting capabilities of the OMB Financial data warehouse, contact John Burrows at [John.Burrows@treas.state.nj.us](mailto:John.Burrows@treas.state.nj.us) or 609-984-5217. For information regarding data warehouse technical and cost considerations, contact OIT's Daniel Paolini, Director of Data Management Services. Daniel can be reached at [Daniel.Paolini@oit.state.nj.us](mailto:Daniel.Paolini@oit.state.nj.us) or 609-777-3771.

## CODING OF INTRA-GOVERNMENTAL PAYMENT VOUCHERS THAT CROSS BUDGET FISCAL YEARS

An Intra-governmental Payment Voucher is used to credit a seller account (revenue or expenditure) and to debit a buyer account (usually an expenditure account). A Using Agency Intra-governmental Payment Voucher (UA) is used for payments that do not reference an agency order. An Accounting Bureau Intra-governmental Payment Voucher (AV) is used when an agency order must be referenced. On AV transactions, the seller (or credit) account can reference a different budget fiscal year than the buyer (or debit) side account. Although only one budget fiscal year is enterable on the AV transaction input screen, another budget fiscal year can be referenced on the buyer side of the transaction because this side of the transaction can reference an intra-governmental order previously established with a different budget fiscal year.

A review by OMB of AV transactions indicates that there is some confusion at agencies concerning the proper coding of the transaction when it is necessary to cross budget fiscal years. This situation most commonly occurs when a federally funded continuing appropriation account from a prior budget fiscal year is charged and must reimburse costs in an account within the current budget fiscal year. The following must be kept in mind when coding AV transactions that cross fiscal years:

- An Intra-governmental Agency Order must exist in the prior budget fiscal year so it can be referenced on the AV.
- The budget fiscal year entered on the AV input screen is the budget fiscal year that will be credited for the seller.
- The budget fiscal year of the referenced agency order on the buyer (debit) side is not entered on the transaction but is inferred from the Open Purchase Order Header (OPOH) table record pertaining to the referenced order.

In situations where it is necessary to cross budget fiscal years it is imperative that the AV document be coded correctly. By coding the current budget fiscal year on the seller side of the transaction and the AO reference codes on the buyer side of the transaction, funds will move between fiscal years.

For additional information, call Vince Marcello at 609-292-5014 or e-mail him at Vincent.Marcello@treas.state.nj.us.

## DAILY PROMPT PAYMENT MONITORING

The Prompt Payment Interest (PPIN) Table contains information about payments which have not been made within prompt payment guidelines (i.e. within 60 days of the date when goods and services were received and accepted or within 60 days of the date when the agency received a properly executed State invoice, whichever is later). If a payment is not made within sixty days of the Prompt Payment Start date, an interest payment is written to PPIN. After fourteen business days the record is moved from PPIN to the suspense file and an interest payment is then generated to the vendor.

It is important for agencies to monitor the Prompt Payment Interest Table (PPIN) on a daily basis. Daily monitoring of PPIN will minimize the risk of interest checks being issued in error. Each day agencies should check the previous day's violations to ensure they are valid. The NJCFS will issue a prompt payment interest check for all violations exceeding \$5, unless there is agency intervention to stop the payment. Agencies may do so by entering **H** in the status field to hold the payment and a **98** in the reason code. A memo indicating the reason the vendor is not entitled to the interest and a screen print of the violation on the PPIN should be faxed to: Cheryl Schwartz at 609-984-5210.

## HOLD CHECKS

The "Hold" feature of the NJCFS provides users with the ability to interrupt the automatic mailing of check payments so that the designated checks are held for agency disposition. Hold checks are identified in the system by entering the appropriate two-digit numerical code in the Check Category field on the payment transaction. Since the Hold check process is a costly manual process, its use should be closely restricted by agencies to those situation that have a valid justification. Examples of payments that legitimately require the use of the Hold feature include those: to foreign vendors when special handling and additional postage is necessary, to vendors when additional documentation must be attached to the check, for real estate closing when the check must be presented in person by the agency representative and for employee travel advances when timing of travel events does not permit the routine mailing of checks.

The online NJCFS Check Category (CCAT) table can be viewed to determine the appropriate check category code to enter on payment voucher transactions that must be held. The code not only indicates to NJCFS that the check must be held, but also provides the justification for holding the check. Each of the numeric codes (01 – 99) listed represent the legitimate uses of a hold check, including those indicated above.

The Hold feature should never be used for **employee travel expense reimbursements** or for any other payment situation for which the standard automated disbursement process is adequate. By agencies restricting the use of this feature, significant cost savings to the State can be realized. Accounting Bureau staff will be contacting the fiscal offices of those agencies that have generated excessive numbers of Hold Checks to request justifications. See Circular Letter 94-17-OMB for policies concerning hold checks.

### WHEN TO USE THE HOLD FEATURE:

- Payments for overseas vendors requiring special handling and extra postage.
- Payments where additional documentation must accompany payment.
- Real estate transactions when a check must be presented in person.
- Employee travel advances when timing of the trip will not permit mailing of the check.

## NEW FEDERAL PER DIEM RATES

The federal government has issued new per diem rates for hotel and meal expenses that are effective October 1, 2002. These rates apply to the federal fiscal year 2003. The State of New Jersey continues to adhere to the federal rate schedule for all employee travel. Federal per diem rates can be found on the Internet at the following site:

<http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel/shtml>

This site is updated by the federal government each year; in addition, periodic individual changes are posted throughout the year.

## OUT-OF-STATE TRAVEL

The office of the Governor continues its restriction on all out-of-state travel, including travel to the Washington, DC metropolitan area. Requests for exemption from the restriction must be submitted to the Office of the Deputy Chief of Staff for Management and Operations. Requests for staff to participate in out-of-state travel events and any issues related to out-of-state travel events should be addressed to the following individuals in the Governor's Office:

**Kellie Drakeford**, Deputy Chief of Staff for Management and Operations, or her assistant, **Diane Roskos**. Ms. Roskos can be reached at the following numbers:

**Telephone – 609-777-2563**

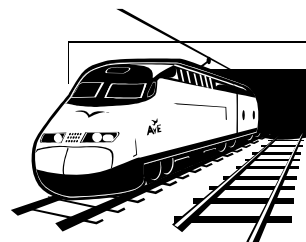
**Fax – 609-777-0354**

The approval of the Director of the Office of Management and Budget continues to be required for events where agencies would like more than five employees to attend. Documentation requesting increases to the EVAG table must be submitted to OMB for approval sufficiently in advance to allow for review of the request. In those cases involving out-of-state travel, requests should be submitted to OMB after the approval of the Governor's Office has been obtained. These requests should be in accordance with the provisions set forth in Circular Letter 01-08-OMB, and should be accompanied by documentation reflecting the approval of the Governor's Office. **All requests for increases to the EVAG table should be addressed to Michael Bell at 609-292-4826, fax 609-984-5210**



## TRAVEL EVENT CODES

Joe Borbone has assumed the administration of event codes and the EVNT table, formerly handled by Cheryl Schwartz. All agencies are reminded that requests for event codes should be submitted to OMB prior to the date of the event. **Requests for event codes should be faxed to Joe at 609-984-5210.**



## ACCOUNTING BUREAU STAFF ADDITIONS

The Accounting Bureau welcomes three new staff additions. Rena Desai and Heather Schwartz join the Cash Management Unit under the Supervision of Ron Tani, while Joe Borbone joins the Accounting Operations Unit under John Ditri.

Rena, a recent college graduate who worked in private industry, will be working on the development of Banking Services RFPs and the generation of Bank Report Cards. Heather, who comes from serving a number of years in Manhattan's financial district, will be involved with Banking Services Competitive Bid Process, Bank Report Cards, and long and short term cash forecasting.

Joe Borbone, who also comes from private industry, has been assigned the Budgetary Control functions related to the Department of Corrections, the monitoring of NJCFS Invoices, the creation of NJCFS EVNT table codes, and the role of NJCFS trainer. Already, many NJCFS users have contacted Joe for an EVNT code or have attended his NJCFS classes.

The talents and enthusiasm of Rena, Heather, and Joe make a welcome addition to the Accounting Bureau!

## QUESTION AND ANSWER



Q. I am attempting to process an intra-governmental payment to another agency to reimburse them for an expenditure they incurred on the behalf of my agency. Although I have an open order on the Open Purchase Order Header (OPOH) and Line (OPOL) tables for this purpose, I cannot process the Accounting Bureau Intra-governmental Payment Voucher (AV). As a matter of fact, there is no field to enter the vendor code of the agency I am attempting to reimburse. What have I done wrong?

A. The problem you've identified does not solely involve your intra-governmental payment voucher. It begins with the manner in which your order was established. A true intra-governmental order will never reference a vendor code but should clearly identify the fund and agency of the account you will be crediting on the subsequent intra-governmental payment voucher.

The fund and agency of the credit account you expect to use should have been entered in the Seller Fund and Seller Agency fields of the Agency Order (AO) you previously processed. The Intra-Governmental Indicator field (I/G IND) should also have been set to "Y", and no vendor code should have been entered.

Your order therefore needs to be canceled and re-established properly. Once re-established, you will note that the records pertaining to the order on OPOH and OPOL will contain the vendor code of NONE. The seller fund and seller agency are also both clearly shown on the OPOL.

Your failing intra-governmental payment voucher could then be revised to reference your new intra-governmental order. Note that the account code distribution, including the budget fiscal year, of the referenced intra-governmental order will be inferred by NJCFS when the intra-governmental voucher is processed. Note also that if the seller fund and seller agency of the related OPOL is different from the account entered on the credit side of the intra-governmental payment, an error will occur

Be careful of making the common mistake of entering your own agency code and fund in the Seller Agency and Seller Fund fields of your intra-governmental order. If this occurs, you will again be canceling and re-establishing your order.

